

Lanesboro City Council
Regular Meeting
Monday, February 6, 2017
5:30 p.m.
City Council Chambers

Present: Autumn Johnson, Jason Resseman, Marge Drake, Tom Smith, and Bridget Harvey

Absent: None

Visitors: Attorney Tom Manion, Bretta Grabau, Char and Michael Brown, Elaine and Mark Edwards, Trish Capua, Karen Swanson, Jeff Holmquist, Drue Ferguson, Bethany Krom, Andy Batstone, Steve Sobieniak, Jon and Barb Willford, Chief Matt Schultz, Andy Drake, Deane Benson, Jerod Wagner, and Theresa Coleman.

Regular Meeting:

Mayor Johnson called the Regular Meeting to order at 5:30 p.m.

- A. Agenda:** Mayor Johnson motioned to approve the agenda as submitted with the following changes: Remove Community Interest, Remove Regular Business Item A, Remove resolution 2017-10 from the consent agenda and place in miscellaneous, add accounts payable approval to miscellaneous, add Credit Card policy to miscellaneous, add employee review to miscellaneous. Member Smith seconded the motion. Motion carried all in favor.
- B. Approval of Minutes:**
 - 1. Minutes of the Regular Meeting, January 3rd, 2017
Member Resseman motioned to approve the minutes as submitted. Member Drake seconded the motion. Motion carried all in favor.
- C. Consent Agenda:**
 - 1. Accounts Payable
 - 2. Ordinance 55.01 – Extension or upgrade of existing electrical distributionMayor Johnson motioned to approve the remaining Consent agenda items. Member Resseman seconded the motion. Motion carried all in favor.

Committee Reports:

- A. Police:** Chief Matt Schultz was present to provide an update for the Police department. The department had applied for grant funding and received funds to upgrade technology. All equipment is in place and working well, streamlining the process. The department is currently looking to hire two part time officers; there are two applicants currently in field training. Schultz is also looking into the possibility of Body cameras, searching for grant funding to make the purchase. There will also be one squad car replaced before the end of 2017.
- B. Fire:** Chief Jerod Wagner stated the new trainings happening in Preston this year. Wagner also attended a legislative meeting on Jan 9th discussions included: recruiting, retention, and education. Currently the department is searching out funding for equipment. Of note as well was a Pipeline Safety Training that was held in Lanesboro, which he felt was beneficial. Additionally Wagner noted there had been no interest in the 1992 Fire Truck for sale, they are considering looking at the scrap value of the vehicle, as there are known mechanical issues. Finally Wagner stated the Fire Department and City Council will be meeting next Monday, the 13th of February for their annual meeting.

- C. Public Utilities:** Assistant Superintendent Jerod Wagner stated that the project to convert our electric system from Delta to Whye is underway. Currently the process of staking all of the circuits is being completed, with 3 of the 4 completed to date. Wagner also noted that the Waste Water Treatment facility is in need of repairs, there are issues with the disinfection process as well as the drying beds.
- D. Ambulance:** Director Deane Benson stated there were 114 calls in 2016, with 12 EMT's and 3 First Responders. Benson is looking to have more training available to the volunteers this year. The ambulance will be having a fundraising breakfast to be held March 12, 2017, with Chris Cakes providing the support. Benson noted that the ambulance has a new bumper that will better protect against deer collisions. Through donations and the round-up program the ambulance has received \$5,167.41 in donations. Member Drake inquired as to the scheduling. Benson stated that we currently use an online system that allows for volunteers, the director, administration, and the state to verify at all times we have adequate coverage. Benson requested the appointment of Jon Pieper to the ambulance department; he is currently in training to become an EMT. Mayor Johnson motioned to approve Pieper's appointment. Member Harvey seconded the motion. Motion carried all in favor.
- E. Library:** Library Board member Karen Swanson provided the Council with the update. The library will be having two programs during February. The Friends of the Lanesboro Library had their annual potluck, with 47 people attending. Swanson also noted the new exterior lighting outside of the library. The Rhubarb Run will be held again this year during the first weekend in June.
- F. Public Works:** Director Andy Drake provided a hand out illustrating the work completed in 2016, as well as the proposed budgeted work for 2017. It was noted that actual projects will be determined based on the cost to complete those projects. The sidewalk policy was then discussed, noting that currently the policy states to repair the ones that we have, not adding new ones at this time. In 2015 110 tons of asphalt was used to complete patching, while 41 tons were used in 2016. Drake noted there will still be damage from last fall's flooding to be completed this year. So far this winter the city has used 1/3 of its sand supply. Drake requested Council permission to burn the remnants of the current brush dump according to regulations, and begin work on the new site. Member Resseman motioned to allow the burning process to begin vacation of current brush dump site. Member Smith seconded the motion. Motion carried all in favor. Member Smith questioned the alternate treatment of Ash trees. Drake noted that many of our existing Ash trees had problems already showing with their canopies, for this reason he did not feel this would be a good alternative. Drake also requested the Council consider that Kirkwood Street West, and Kenilworth Avenue N between Hillcrest and Elmwood be considered Snow Routes. This would help with the clearing of snow. Mayor Johnson motioned to send a letter to the property owners on Kirkwood Street West to request they remove the no parking signs. Member Resseman seconded the motion. Motion carried all in favor.
- G. Park:** Administrator Peterson noted that several small projects are being worked on in the Community Center Building: the stage curtains have been replaced, wallpaper is being removed from the dining room walls, and the dining room walls are being painted. Peterson also noted the Park will be applying for funding to help stop the erosion of the ponds in Sylvan Park. Mayor Johnson motioned to approve resolution 2017-10 appointing Jim Haugen, Brenda Semmen, and Samantha Heraldson to the Park Board. Member Drake seconded the motion. Motion carried all in favor.

Regular Business:

- A. Smith Schafer Auditing Services Contract:** Mayor Johnson motioned to approve the contract with Smith Schafer for the audit process for 2016. Member Harvey seconded the motion. Motion carried all in favor.

- B. Fire Relief Association Appointment:** Mayor Johnson motioned to approve Resolution 2017-09 appointing Tom Smith, Michele Peterson, and Jerod Wagner as board members to the Fire Relief Association. Member Harvey seconded the motion. Motion carried all in favor.
- C. Invoice for Western Home – Feasibility Study:** Administrator Peterson noted a past due invoice for a share of the feasibility study completed in 2016. Administration has made 4 attempts to contact them for payment. EDA Chair Elaine Edwards will also attempt to make contact. Mayor Johnson motioned to approve Attorney Manion to issue a collection letter. Member Resseman seconded the motion. Member Smith noted he was opposed to the issuance of the letter. Motion carried, with Member Smith voting no, and Members Resseman, Drake, Johnson, and Harvey voting yes.
- D. Bolten & Menk – Alley and Park Road Consideration:** Estimated costs for repairing the Park Road as well as an alley off of Hwy 16, running parallel to Parkway Ave S were presented. Concern was brought forward regarding the water run-off. It was noted that there is a great deal of water that drains into this area, so although the road will be built to shed water, there may still be a water flow concern. Member Smith noted he would like to see the Park Road Project kept separate from the financing for the Auburn/Zenith Project. Mayor Johnson motioned to move forward with the Park Road Project. Member Harvey seconded the motion. Member Smith asked the cost for the engineering of the project, Administrator Peterson will follow up with the engineer. Member Drake noted that this project had been planned to happen 10 years ago. Motion carried all in favor.
- Discussion was then had regarding the alley. It was noted that it is not in our current policy for assessments to assess for an alley way. It was also noted that there is believed to be a previous bid for this project. Adjacent property owner John Willford stated concern for water run-off into his property. Mayor Johnson motioned to move forward with the alley way project. Member Resseman seconded the motion. Member Drake abstained from voting due to the fact she is an adjacent property owner. Motion carried, with Mayor Johnson and members Smith, Harvey, and Resseman voting in favor.
- E. Right of Way Ordinance:** Member Smith motioned to table this discussion to allow for more time for discovery. Mayor Johnson seconded the motion. Motion carried all in favor.
- F. RFP for Refuse/Recycling Collection:** Mayor Johnson motioned to approve the RFP request as presented. Member Resseman seconded the motion. Member Smith noted the same terms for commercial properties would still apply. Motion carried all in favor.
- G. Continued Business:**
- 1. Ordinance 54.06 – Utility Fees for 2017:**
 - **Garbage:** It was decided to wait on increasing rates, until the RFP's for Refuse/Recycling have been received.
 - **Electric:** Member Smith motioned to leave the rates as is until the electric infrastructure upgrade has been completed, and a rate study could then be done.
 - **Sewer:** Member Smith motioned to not increase the sewer rates. Member Resseman seconded the motion. Discussion was then had regarding planning and saving for future projects. It was noted that there are upgrades and repairs that will need to be completed soon. Motion failed with member Smith voting yes, Mayor Johnson and members Resseman, Harvey, and Drake voting no. Mayor Johnson then motioned to

further investigate the amount of the proposed increase, and the effect it will have on customers. Member Resseman seconded the motion. Motion carried all in favor.

- **Water:** Theresa Coleman provided a demonstration on capacity versus demand of the water system. Discussion was had as the specifics of the REU. It was noted that there was an update to this rate system for 2017 per the current ordinance. Discussion was also had regarding use of water from residents and commercial properties. It was stated that the LPU did recommend the tiered rate system to be approved. Andy Batstone also provided discussion relating to equality versus equity in rate charges. Member Resseman motioned to approve the change to a tiered rate system. Member Smith seconded the motion. Mayor Johnson noted she was against shifting the burden of the rate payers. Motion failed with members Smith and Resseman voting yes, Mayor Johnson and members Drake and Harvey voting no. The current water rate structure remains in effect.
2. **PTO Policy:** Member Resseman motioned to table this discussion indefinitely. Mayor Johnson seconded the motion. Motion carried all in favor.
 3. **Social Media Policy:** Member Resseman motioned to approve the policy as submitted. Member Smith seconded the motion. Motion carried all in favor.
 4. **Sale of Public Works Equipment:** The pickup toolbox was removed from the list. Member Resseman motioned to approve the sale of the equipment. Member Johnson seconded the motion. Motion carried all in favor.
 5. **Consolidation of Planning & Zoning and HPC:** After further research, Attorney Manion noted he did not feel this was a good idea. He cited that there are two different statutes defining the two commissions, and therefore did not feel it appropriate to combine.
 6. **EDA Board Council Member Appointment:** Tom Smith and Bridget Harvey volunteered to fill the two Council member seats on the EDA. Their terms will run in line with their Council member terms. It was noted the EDA is still in need to two community members to fill the additional two vacancies.
 7. **Committee Liaisons:** Council members discussed the different commissions, and who would be best to serve as the liaison. The following was the agreed determination:
 - Library – Bridget Harvey
 - Park – Marge Drake
 - LPU – Jason Resseman, Tom Smith as alternate
 - Public Works – Autumn Johnson
 - Police – Marge Drake
 - Chamber – Tom Smith, Jason Resseman as alternate
 - Planning & Zoning – Jason Resseman
 - HPC – Jason Resseman

H. Miscellaneous:

1. **Community Meeting:** The first community meeting was held last Thursday. There were a small number of attendees, however Administrator Peterson felt it was a very positive gathering.

There will be additional ones in the coming months, as well as some to be offered in the evenings.

2. **Joint meeting with Rural Board:** The annual meeting of the Lanesboro City Council and the Rural Board will be held Monday, February 13th, 2017 at 7:00 p.m.
3. **Dam Emergency Action Plan Exercise:** Recently a table top exercise was completed for the Dam Emergency Action Plan. Participants included Sheriff Kaase, Chief Schultz, Kevin Beck, Director Benson, Chief Wagner, Asst. Chief Willford, and Administrator Peterson. It was decided that the emergency flow chart should be updated to call 911 directly to decrease response time. As well some critical resources were identified.
4. **City Wide Clean-up:** This year's City Wide Clean-up will take place Saturday, May 6th, 2017.
5. **Dam Update:** Mayor Johnson, Member Drake, and Administrator Peterson recently visited the capital and met with Senators Johnson and Miller, Representative Davids, as well as the Administrative Assistant to the Senate Capital Investment Committee. The discussion were positive, however any decision on funding will be quite some time yet. Peterson offered a committee to be formed to help organize the 150th anniversary of the Stone Dam.
6. **Account Payable Approval:** Administrator Peterson requested approval to run Accounts Payable checks twice a month, the 5th and the 20th. Council will approve the payables on the 5th, and Peterson will approve the payables on the 20th. Member Resseman motioned to approve the request. Member Harvey seconded the motion. Motion carried all in favor.
7. **Employee Reviews:** Administrator Peterson noted that employee reviews have been completed. A questionnaire was given to each staff member; as well Peterson met with each person individually. Everyone was asked to set goals, to which future evaluations will be based on.
8. **Credit Card Policy:** Member Smith discussed the idea of adding a line to the current policy, to ensure that Administration is approving the expenditures. No action was taken.

Next Meeting: Monday, March 6th 2017 at 5:30 p.m.

ADJOURN: Council Member Resseman moved to adjourn at 7:34 p.m. Motion seconded by Member Harvey. Motion carried all in favor.

Respectfully Submitted,

Michele Peterson
City Administrator/Clerk